Administrative Council
June 12, 2012

Members Present: Mr. Bansal, Dr. Gabriel, Ms. Holt, Dr. Leidig, Dr. Maphumulo, Mr. Pittman, Dr. Sachs, Dr. Saperstone, Dr. Schiavelli, Dr. Templin

Ms. Laraine Booker attended for Mr. William Gary
Ms. Ruth Stanton attended for Mr. Brian Foley
Dean Michael Turner attended for Dr. Sam Hill

Access

- **Fall Enrollment**
  - Dr. Gabriel reported on fall enrollment. Currently it is -6% compared to last fall. Most VCCS schools reported a reduction in enrollment numbers by 10%.
  - Dr. Gabriel stated that telephone surveys are being conducted at this time asking students about issues they are facing in enrolling at NOVA.

- **Fall Enrollment Management Strategy**
  - Dr. Gabriel also reviewed the meeting Dr. Templin had regarding enrollment strategies.
  - Three groups of students for enrollment strategy are detailed below:
    - **Group 1**
      - Students who have satisfactory academic performance;
      - Students who have no issue with verification; and
      - Students who have no c-flag.
    - These students will get financial aid early.
    - **Group 2**
      - Students who registered for fall semester 2012;
      - Students who applied for financial aid; and
      - Students who were selected for financial aid verification by the federal government.
    - **Group 3**
      - Students are being contacted and called.
      - Students who have registered for fall semester 2012
      - Students who did not apply for financial aid.
  - The first three groups have priority at this time.
  - Dr. Gabriel also mentioned students who have applied but have not registered at this time will be contacted later. The financial aid support center and their contracts cover outbound calls to students.
  - The Coordinators for Student Success and other personnel on the Woodbridge campus contact students as well.
  - Dr. Gabriel offered centralized support for Alexandria, Annandale and Manassas campuses for student ambassadors to make telephone calls to potential students.
  - Dr. Leidig proposed developing a method for targeting students who have not planned to pursue higher education after high school. Dr. Gabriel stated that NOVA has been communicating with parents of high school seniors and HS graduates, and this strategy has resulted in better outcomes.
FY 2013 Budget Approval

- The base budget includes 15 new positions which have not been allocated.
- Mr. Pittman explained minor changes in the budget document.
- Salary increases were also included. July 1, 2012 salary increases become effective for twelve-month faculty, and salary increases for nine-month faculty become effective August 2012.
- Classified staff will receive competitive adjustments based upon market study, and classified staff will also receive salary adjustments contingent upon enrollment.
- 12 additional positions were added to the budget including positions for GPS for Success and associate instructors.
- Special projects previously funded will receive funds as of July 1, 2012.
- New Special Projects initiatives are funded at 88% of request contingent upon enrollment and Administrative Council review of projects in November 2012.
- It was agreed that the requested budget amount for dual enrollment would be maintained in the new budget, but there would be additional discussion regarding the specific details of the proposal prior to the allocation of funds. Dr. Templin suggested a review and discussion of dual enrollment before a decision is made.
- Dr. Templin recommended using the funds for shuttle buses at the Woodbridge campus to complete renovation projects at the Woodbridge campus.
- The Deferred Maintenance Budget is approximately $7.1 million.
- Mr. Pittman provided an extensive update on how the budget is calculated. Central administration includes more than the President’s and Vice President’s budget allocations.
- Mr. Pittman provided details about 61% of the discretionary budget allocations for campuses and ELI allocated by formula vs. 39% of the discretionary budget for central administration is allocated based on percentage increase.
- Dr. Templin also proposed that the financial aid projects at the Alexandria campus and the OTA projects at the Medical Education Campus be designed and planned for now. Those projects were considered imperative for the college.

FY 2013 Budget Salary Proposal

- Faculty contracts are due by the end of June 2012.
- The Ad Hoc Compensation Committee has made its recommendations to the President:
  - Raises should be awarded based upon whether or not the college is currently paying incumbents competitively or not. Under the plan 457 teaching faculty and 101 professional and administrative faculty would receive base salary adjustments of either 1.50% (Tier 2) or 3.00% (Tier 1) based upon whether or not a faculty member’s current salary is significantly below a competitive benchmark identified in the Segal Group’s comparative salary study.
  - Concerns about fairness have been and will continue to be raised because some faculty members who did not receive raises in the past may not receive salary increases this time as well. For those full-time faculty whose salaries are above the 95th percentile of market average, one-time retention bonuses of $750.00 for nine-month faculty and $900.00 for twelve-month faculty will be administered.
  - A one-time retention bonus should be granted to some faculty members who did not receive raises in the past as a partial means of addressing their concerns.
New 2012-2013 faculty appointments will not be included in pay increase plan.

- VCCS is conducting salary reviews. A new salary structure has been proposed where NOVA moves from a category 7 college to a category 8 college. This new classification may provide NOVA the opportunity to be considered for exceptional salary actions in the future.
- VCCS and Commonwealth of VA are two different compensation systems: one for classified staff and one for faculty.
- The state’s goal has been to have faculty salaries at the 60th percentile for each institution in comparison with their peer groups (selected by SCHEV). Some VCCS colleges have already reached the 60th percentile for their peer group.
- Dr. Templin has proposed that additional salary monies coming to the VCCS beyond cost of living increases should go only to those colleges (such as NOVA) that have not yet reached the 60th percentile of their peer groups.
- The college wants to lead the state into a new method of salary analysis.
- NOVA has experienced challenges attracting and retaining faculty and staff because its salaries are often not competitive.
- Administrative and professional salaries must remain below 130% of the nine-month faculty salary average.
- Promotion salary increases will account for $500k of the budget for FY 2013.
- The Administrative Council members approved the salary plan that was recommended by the Ad Hoc Compensation Committee.

FY 2013 Technology Plan

- Dr. Sachs presented the proposed FY13 College Technology Plan from the Information Technology Committee.
- There was no increase in technology fees.
- The total amount available for technology was projected to be more than $10 million. Some highlights of the plan are indicated below. The entire plan is posted on the college website at http://www.nvcc.edu/itc.
  - Centrally licensed software accounted for $511,355 of the budget.
  - $280,000 was projected in funds for instructor-requested instructional software for 2012-2013 (not including Adobe Creative Suite and Rosetta Stone which are separate).
  - The Adobe software will cost $350,000 for the college. The Adobe software was covered under a three-year license.
  - Rosetta Stone software will be ready on the first day of classes, $178,000 was the projected expense for the college.
- The Technology Plan has budgeted $1,245,000 for IT equipment in new buildings.
- Dr. Leidig addressed her concern for the technology budget as it applies to P-14 positions in the campus plans. Dr. Sachs indicated that there was enough being allocated to those plans to cover P-14 positions. Also, to increase the campus plan funding would require cutting other items in the plans.
- Ms. Christine Holt asked questions about the digital sign-in system for student services. In response, Dr. Sachs indicated that there was no additional cost for implementing the system at other locations.
The Administrative Council approved the plan that was presented to the VCCS along with the accompanying distribution of campus funds based on campus FTES. The initial ELI allocation was limited to $25,000 with more to be added up to its full allocation later in the year if funds become available.

**Administrative Council Meetings June 19 & June 26**
- Dr. Templin will be on leave during this time.
- Dr. Gabriel will convene meetings, if necessary.
- As of today there are no planned meetings for these dates.

**Tracking**
- Decision Support System- July 10
- P-Card Proposal- July 17
- Assessment of Developmental Math Redesign Initiative - July 17
- Food Services Contract
- Workplace Violence Prevention & Threat Assessment Policy Guidelines
- AD/PH Release Time Work Group